

# TMR

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## Travel and Miscellaneous Reimbursements

### Creating a Miscellaneous Voucher

August 2004

This manual is available for printing at <http://feddesk.gsa.gov>

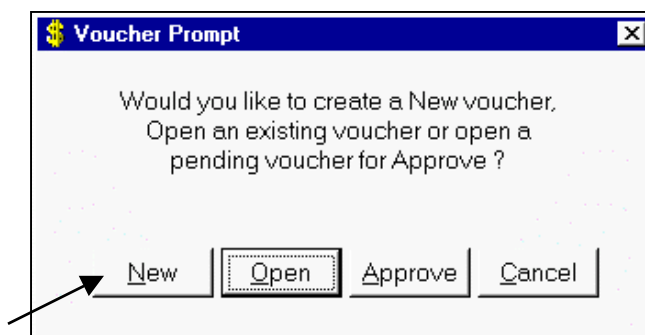


Choose the Miscellaneous Reimbursements icon (dollar bill).

You will see a flash screen with information about the type of reimbursement you “may not” voucher for in this system.

You may not use this system for Miscellaneous Reimbursements if:

1. The total amount of all expenditures to be submitted on a single voucher is greater than \$2,500.
2. Any item on the voucher is a training expense.
3. An advance of any kind was issued.



To create a new voucher, choose ‘NEW’ when prompted.

**General Info** | Line Items | Accounting | Approvals | Activity

Voucher Number: GSR6PM021700      Voucher Type: Misc. Expense Voucher

Status: New as of 08/03/2004

Created By: One Traveler on 08/03/2004

Traveler/Requestor: Traveler, One

ACT Number: 21700000

Pegasys Ref. Number:

Remarks: Attended RS Means Seminar, July 19, 20, 2004 at downtown Hilton

Ready

The screen already inserts your name. If you are entering the Reimbursement for someone else, click in the Traveler/Requestor field and select the appropriate name. The ACT number is a system generated number and cannot be changed. Enter a voucher description in the Remarks field.

NOTE: You must Save your work using the icon or the drop down 'File' menu. It is a good idea to save your work several times while you are creating the voucher.

**Line Items** | General Info | Accounting | Approvals | Activity

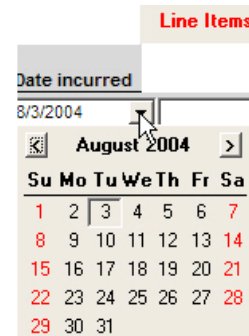
Date incurred	Description	Expense is for mileage	Miles driven	Amount
8/3/2004				\$0.00

Add a new item to this voucher

Click on the Line Items tab and add your first line. This can be done with the Add Item icon, choose 'Add Voucher Item' from the Edit Menu or click the right mouse button with your mouse in the gray area of the folder.

Enter or choose the date of your item.

To enter a date anywhere in TMR, click the down arrow in the date field to display the monthly calendar of the date entered in the field. If the field is blank, the current monthly calendar displays. To change the month, use the left < and right > arrows at the top of the calendar. Then, click on the day of the month to be entered in the field. Alternately, you can enter the date in the format M-D-YY (e.g. 5-24-04) using the dash – between the month and day



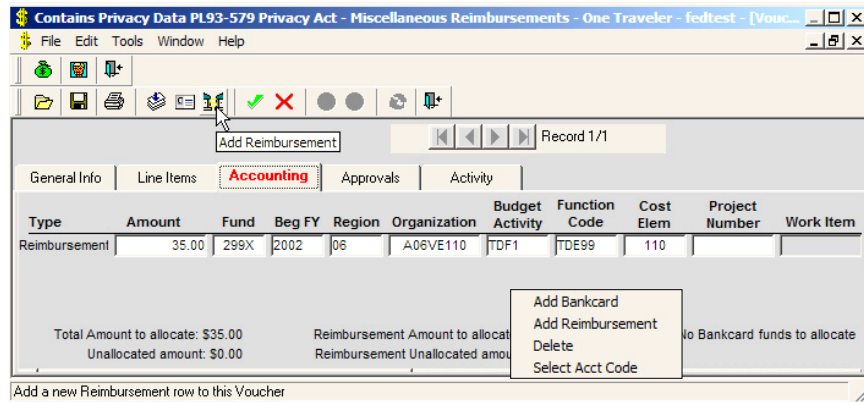
Enter a description of the item and it's amount.

Date incurred	Description	Expense is for mileage	Miles driven	Amount
7/19/2004	Parking fee	<input type="checkbox"/>		\$7.00
7/19/2004	POV mileage	<input checked="" type="checkbox"/>	28.0	\$10.50
7/20/2004	Parking fee	<input type="checkbox"/>		\$7.00
7/20/2004	POV mileage	<input checked="" type="checkbox"/>	28.0	\$10.50

Current Mileage Rate: \$0.375      Voucher Total: \$35.00

If the reimbursement is for mileage, click on the mileage box. Another box will appear prompting you to enter the number of miles you drove. Tab out of the field. The Amount field is calculated automatically and will not allow edit. TMR automatically uses the mileage rate for the date the expense was incurred.

If you are vouchering for other than regular POV mileage, do not check the mileage box. Instead, explain the type of mileage in the description box and enter the calculated dollar amount.

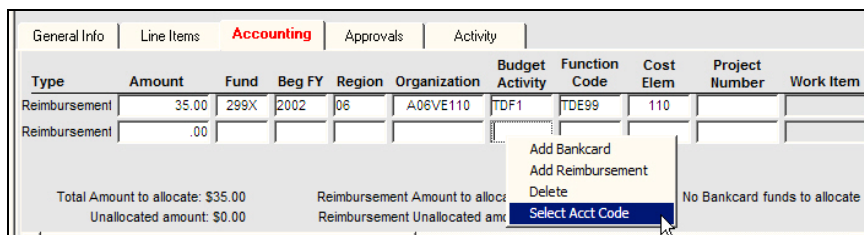


When you've entered all your items, click on the Accounting tab. Accounting data can be entered three ways: Use the 'Add Reimbursement' or 'Add Bankcard' icon on the tool bar, choose 'Add' from the Edit Menu or click the right mouse button with your mouse in the gray area of the folder. Select 'Add Bankcard' if the expense was charged to a personal government travel credit card and the reimbursement amount is to be paid directly to the credit card company. Select 'Add Reimbursement' if the reimbursement is to be distributed to the employee. And, the reimbursement amount can be split between the employee and the bankcard company.

**Note:** The Accounting folder is customized for your Agency and may look different than the sample shown here. However, entering data into the folder is the same.

All monies must be allocated or you will not be allowed to submit the voucher for Approval.

Note that there is another option available on some systems. Accounting information (up to 5 different lines) can be entered into an employee's personal User Maintenance file. After entering the personal data, from the Accounting folder choose 'Select Acct Code' and your personal file will be displayed so that you can choose any of the predefined lines.



Right mouse click and choose 'Select Acct Code'.

The dialog box titled "Accounting Code for One Traveler" contains a table with the following data:

Description	Fund	Beg FY	Region	Organization	Budget Activity
Default codes - general travel	192X	2002	06	P06M0001	PG61
AIM project only	255X	2002	06	F0061100	FD61
Training	299X	2002	06	A06VE110	TDF1
Special funding - trade shows, meet	262X	2002	06	S06B0310	GBT1

At the bottom of the dialog are "OK" and "Cancel" buttons.

Highlight the appropriate Account Code information.

The "Accounting" tab of a voucher form displays a table with the following data:

Type	Amount	Fund	Beg FY	Region	Organization	Budget Activity	Function Code	Cost Elem	Project Number	Work Item
Reimbursement	20.00	299X	2002	06	A06VE110	TDF1	TDE99	110		
Reimbursement	15.00	192X	2002	06	P06M0001	PG61	PGA94	119		

Below the table, summary information is provided:

- Total Amount to allocate: \$35.00
- Reimbursement Amount to allocate: \$35.00
- No Bankcard funds to allocate
- Unallocated amount: \$0.00
- Reimbursement Unallocated amount: \$0.00

Modify existing Accounting information or add new codes.

All monies must be allocated or you will not be allowed to submit the voucher for Approval.

The "Voucher Approval Routing" dialog box shows the "Approval Option" set to "More approvals are needed". The "Next person to approve" dropdown list is open, showing the following options:

- Approver, One
- Approver, One
- Approver, Two
- BURGIN, ANDREA
- Day, C. M.

An arrow points to the second "Approver, One" option in the list.

After entering the Accounting information, you are finished with the voucher. This is a good time to Save.

Click on the 'checkmark' to Submit the voucher for review.

A window with a drop down list displays your choice of Approvers. Select an Approver and press OK. If you are entering the reimbursement for another employee, you cannot submit the record for approval. Only the employee can submit his or her own TMR Reimbursements.

If an Approver's name is not in the drop down list for selection, contact the TMR Coordinator to have the name added to your Approval list.

When a Voucher is Submitted for Approval, TMR automatically sends an email message to the Approver. And, when the Voucher receives Final Approval, the Traveler is notified, via email,

that the voucher has been sent to Accounting for payment. If the voucher has been Rejected, the voucher is returned to the creator for changes to be made.

**You must save your work!** Nothing is kept or forwarded without saving. When you submit your voucher, it is not actually submitted nor is the mail message sent until you Save.

If at any time you wish to check the status of your voucher, it is listed in the “Activity” folder.

Miscellaneous Reimbursement Reminders	
1	<u>Tab</u> out of a field after entry for update to occur.
2	<u>Save</u> your work before exiting a record.
3	<u>Save</u> your work before submitting your voucher.
4	<u>Right mouse click</u> in the gray folder area to add or delete a line.
5	All monies must be allocated before a voucher can be submitted for Approval.